Quarterly Report Format

Please name and save your report by the project number, quarter month and year (i.e. 2005-XXX-565-P-OCT2006).

These reports shall be Microsoft Word documents submitted electronically on or before January 1, April 1, July 1, and October 1 of each calendar year for the term of the project.

Quarterly reports should be submitted directly to dcp@clarkcountynv.gov   County reserves the right to edit these reports for grammar and accuracy for posting to a public website.

Agency/Organization:

Project Name:

Project Number:

Reporting Period:

Project Contact Name and Information:

QUESTION 1: What did you accomplish during this reporting period? How did these accomplishments help you reach the goal of your project? If relevant, what indicators or benchmarks were used to determine your progress?

QUESTION 2: What, if any, problems were encountered? Briefly describe those problems and the manner in which they were dealt.

QUESTION 3: What, if any, proposed activities were not completed? Briefly describe those activities, the reasons they were not completed and your plans for carrying them out.

QUESTION 4: What is the calculated percent of work completed?

QUESTION 5: Do you foresee any upcoming problems with future project activities? If so, how do you propose to overcome those problems?

QUESTION 6: Is there anything else you want to tell the DCP about this project?

QUESTION 7: What was produced during the reporting period?

Please report on the status of each Milestone and Deliverable, indicate whether they are not started, in progress, or completed and provide comments on the status as necessary.